

ADMINISTRATIVE - INTERNAL USE ONLY

18 DEC 1986

MEMORANDUM FOR: Director, Office of Information Technology

FROM: [REDACTED]

Chairman, Retirement Working Group,  
Office of Personnel

SUBJECT: OIT Information Center and PC Center

1. At the suggestion of the DDA, I recently met with [REDACTED] and [REDACTED] from the Information Center regarding the possibility of using the Information Center and the PC Center as a mechanism to provide assistance to employees on using software that will enable them to compare benefits under the old and new retirement systems. The new software will operate on the IBM PC and will also be available in the future on the mainframe systems.

2. I provided [REDACTED] with a demonstration and both seemed very enthusiastic with the idea. They indicated that along with our Employee Bulletin advising employees of the availability of the software, and their technical guidance, they could announce the availability of their services through OIT's "Tech Notes".

3. The Information Center and PC Center's role would be solely to provide technical guidance to employees on using the PC's and the mainframe system. All questions regarding the Retirement System, data elements and actuarial assumptions of the program would be referred to the Office of Personnel's Retirement Division, Component Personnel Officers or Retirement Task Force.

4. You should be aware that the OIT facilities would not be the sole points of contact for Agency employees. The Office of Personnel has trained 70 component personnel officers who will be available to provide software demonstrations and guidance to their employees. In addition the Learning Center, Retirement Division and the Retirement Task Force will be available to provide demonstrations or answer questions for employees.

5. I wanted to advise you and your staff of my discussions with Mr. [REDACTED] and ensure this tentative agreement does not adversely impact on OIT resources or ongoing Center activities.

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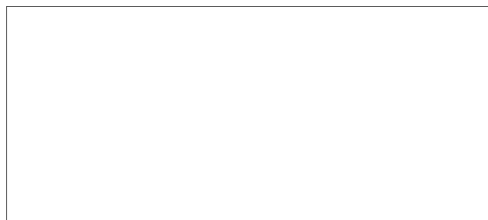
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6. If you or any member of your staff have any questions, please do not  
hesitate to contact me on extension

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